

## **Minutes of the Waukesha County Health & Human Services Committee**

Wednesday, October 16, 2002 – 9:30 a.m.

Human Services Center – Board Room

Vice Chair Wolf called the meeting to order at 9:31 a.m.

**Present:** Supervisor Ken Herro (Chair), Jim Jeskewitz, Carl Seitz, Mareth Kipp, Paul Pronold, Alicia Silva and Sandy Wolff.

**Also Present:** Health and Human Services Director Peter Schuler, Deputy Director of Health and Human Services Ernie Messinger, Long Term Care Manager Jack Bodien, Clinical Services Manager Mike DeMares, Administrative Services Manager Russ Kutz, Public Health Manager Nancy Healy Haney, Chief of Staff Lee Esler, Senior Financial Analyst Clara Daniels, Senior Financial Analyst Andy Thelke, Project Analyst Barbara Riel, Senior Analyst Steve Krafczek, Assurance Supervisor Irene Ridgeman, Risk Control Supervisor Mary Anderson, Epidemiologist Darren Rausch, WIC Program Coordinator Merrie Baltramonis, Communicable Disease Supervisor Rosie Schroeder and Office Services Coordinator Windy Jicha.

### **Next Meeting Date**

Thursday, October 31, 2002

### **Discuss and Consider the 2003 Operating Budgets for the Department of Health and Human Services**

#### **Discuss and Consider the 2003 Operating Budget for Long Term Care Division**

Schuler, Messinger and Bodien were present to discuss the budget for the Long Term Care Division. PAGE 161 Bodien reviewed the fund purpose, budget, objectives and achievements of the division as outlined in the budget book. Total expenditures for the 2003 budget of the Long Term Care Division are \$28,829,651 which includes personnel costs of \$2,331,822, operating expenses of \$26,292,773 and interdepartmental charges of \$205,056. Expenditures increased 9.2% from the 2002 adopted budget to \$27,021,136. General government revenues increased 10.3% and other revenues increased 3.4%. The total tax levy for the Long Term Care Division in 2003 is \$1,808,515 which is a 20% increase from the 2002 adopted budget. There are 33.52 FTE positions budgeted for in 2003. This is a reduction of one regular position.

#### **Supervisor Seitz arrived at the meeting at 9:40 a.m.**

#### **Supervisor Herro arrived at the meeting at 9:41 a.m. after making a presentation to the Finance Committee.**

Charges for services decreased 14% due to personal care billing issues associated with the Sisters of Notre Dame. Bodien explained that the Sisters of Notre Dame came to the County and asked to place approximately 150 nuns on the waiting list to receive long-term care. Adding 150 nuns to the waiting list would not only dramatically increase the numbers on the waiting list but it would keep many elderly citizens from getting care for quite some time. The County set up a program at the Notre Dame of Elm Grove for the nuns where the County is the personal care provider. The County bills the state for personal care services. A portion of the money from the state is given to the nuns to cover the cost of the program and the County keeps a portion to cover administrative costs. Schuler said that this arrangement allows the nuns to be taken care of at the Notre Dame residence and keep them out of nursing homes.

Herro asked about policy referring to nuns receiving County services when the church is tax exempt. Schuler said that the Catholic Church may be tax exempt but the nuns are eligible to receive all County services. Bodien said the sisters worked in a professional capacity as teachers or nurses before retiring.

### Adult Protection Services/Community Care

Bodien reviewed the program description, budget, performance measures, program highlights and activity of the Adult Protection Services/Community Care as outlined in the 2003 budget book. Personnel costs in the 2003 total \$524,756 which is a decrease of \$11,546 from the 2002 budget. Personnel costs decreased due to the unfunding of one Human Services Support Specialist FTE with total salary and benefits of \$36,800 offset by cost to continue increases. Operating expenses increased \$45,962 due to an increase in contracted services of \$48,500 to purchase court-ordered intensive services for one individual. The County covers care for a court-ordered woman diagnosed with brain atrophy who requires one-on-one supervision. The care of this woman costs approximately \$300 a day for around the clock nursing care.

### Developmental Disabilities Services

Bodien reviewed the program description, performance measures, budget highlights and activities as outlined in the 2003 budget book. Personnel costs increased 4.3% or \$45,594 due to increased health insurance premiums and wage adjustments. Operating expenses increased \$708,660 because of the purchase of intensive treatment services for six clients at state centers. Care of these six clients increased contracted services by \$360,400 to \$4,712,200 in Medicaid Waiver services. General government revenues increased \$380,120 due to the increased Medicaid Waiver activity. Charges for services decreased by \$25,000 because of the reduced number of individuals eligible to receive personal care services. Other revenue increased by \$62,963 which is related to an anticipated cost of living adjustment in social security revenue. To cover the increased costs of this division, the tax levy increased 17.2% to \$1,931,264.

Schulers said that contracted agencies for developmental services are rarely re-bid. It is important to provide steady and continuous care. Re-bidding on contracts puts clients in limbo while waiting for new providers to be assigned.

### Community Integration/Options Services

Bodien reviewed the program description, performance measures, budget, program highlights and individual activities as outlined by the budget book. This program arranges, coordinates and manages cost effective services to eligible persons with infirmities of aging, persons with physical disabilities, developmental disabilities and serious mental illness to divert or relocate these individuals from Medical Assistance funded institutional care. Expenditures in this program area are funded through a combination of Medical Assistance and Community Options Program funding.

Personnel costs have increased by \$30,681 to \$752,439 due to increased health insurance premium and wage adjustments. The increase in operating expenses is due to a \$1,090,800 increase of COP Waiver expenses to \$6,109,100 as a result of a \$10.21 average cost per day increase to \$52.67. The increase in average cost per day is a result of the department transferring twelve high cost clients from CIP II to stay within the allowable rate to COPW. Increased costs of purchased services were realized due to an increase in the total days of care. This increase is offset by decreases in the cost of personal care due to fewer clients requiring Medicaid Personal Care Services. The increase is also offset by a decrease of \$1.75 for the average cost per day in COP expenses. Revenues in this area exceeded expenditures by \$70,372.

Messingers said the department will need to set up an accounts receivable computer system that is HIPAA compliant. Setting up this system is becoming an expensive issue.

**MOTION:** Kipp moved, Wolf second, to tentatively adopt the 2003 Operating Budget for the Long Term Care Division. **Motion carried:** 7-0

### **Discuss and Consider the 2003 Operating Budget for the Clinical Services Division**

DeMares, Schuler and Messinger presented the budget for the Clinical Services Division. Demares started by discussing the objectives of the Clinical Services Division as outlined in the 2003 budget book. Demares explained the different options available for residential care. The goal is to have clients become as independent as possible with the most cost effective housing means.

#### Mental Health Outpatient and Support Services

DeMares reviewed the program description, performance measures, budget and program highlights for Mental Health Outpatient and Support Services. Personnel costs increased by 4.4% to \$3,052,283 in 2003. The increase reflects general wage and health insurance increases for base staff and a 0.75 FTE increase in temporary extra help. The extra help increase includes a 0.5 FTE Senior Mental Health Counselor to provide assistance to help qualified individuals, who are currently receiving medication funded through county tax levy, signed up for Medical Assistance. A 0.25 FTE position was added for nursing services to provide additional case management services through the CSP wait list program.

Operating expenses increase 13% which includes the following increases: drugs and pharmaceuticals \$125,000, medical transcription \$11,500 and lab services \$12,500. Operating expenses also include a contracted service increase of \$378,400 which provides for an inflationary increase of 2% plus an increase in the number of residential placements by 2% or 577 days.

Total revenues increased by 13.6% to \$2,313,465. General government revenues increased 18.8%, charges for services 20.7% and other revenues increased 5.5%. Client fees increased due to additional Medical Assistance revenues from the additional personnel associated with the Community Support Program waiting list initiative and an overall increase in the billing activity in the program. Other revenue increased \$35,000 from additional Community Services Deficit Reduction Funding that is available to counties to fund prior year tax levy subsidized Medical Assistance claims.

DeMares reviewed a proposed Human Service Fund 150 Amendment to the 2003 budget. The amendment would increase personnel cost appropriation by \$29,860 and decrease the operating expense appropriation by the same amount. Amended appropriations allow for the abolishment of a regular part-time psychiatrist and the creation of 1.0 FTE regular full-time psychiatrist, increasing the county employee psychiatrist services by an additional 353 hours. Increases in the cost of psychiatrists total \$38,921 and are offset by transfers from extra help, overtime and operating expense accounts. The position change was approved in the Positions Ordinance 157-O-058.

**MOTION:** Wolf moved, Jeskewitz second, to approve the Human Services Fund 150 Amendment. **Motion carried:** 7-0.

#### AODA Outpatient Clinic and Support Services

DeMares reviewed the program descriptions, performance measures, budget, program highlights and activity for the AODA Outpatient Clinic and Support Services as outlined in the 2003 budget book. The department is working to get reimbursed from insurance companies and other funding sources for all services. Expenditures increased 3.4% while revenues increased 5.6%. The tax levy decreased by 8.6% or \$9,052 in the 2003 budget. The total tax levy for this department is \$672,318. Staffing remained the same in 2003 while personnel costs increased by 4.9% to cover general wage and health insurance increases.

### Mental Health Center

DeMares reviewed the fund purpose, financial summary, positions summary, objectives and achievements for this department. Charges for services revenues increased by 16.5%. The charges are collected through insurance, Medicare, Medicaid and private pay. The department has been working to make collections whenever possible. Total revenues increase 15.7% or \$306,054 in 2003. The total expected revenues for 2003 are \$2,250,600. Total expenditures for 2003 are \$4,210,610 which is an increase of 5.5% from the 2002 adopted budget. There are no changes in the positions summary. The objectives for this department are primarily “number driven.”

### Hospital Inpatient Services

The Hospital Inpatient Services program of the Mental Health Center provides 24-hour care to court-involved and voluntary mentally ill individuals for which a range of services are included such as diagnosis, medication monitoring and stabilization; individual, couple and group counseling; and development of aftercare services. DeMares reviewed the program description, performance measures, program highlights, activity, fund purpose financial and positions summary for Hospital Inpatient Services. DeMares said that the Mental Health Center has a low average length of stay compared to similar facilities in the area. Shorter lengths of stay equal less money spent on care.

In 2003, expenditures are budgeted at \$4,210,610 which is a 5.2% increase from the 2002 adopted budget. Personnel costs increase \$129,416 or 4.8% to \$2,829,422 for the 43.78 FTE positions and reflect the cost of wage adjustments and insurance increases. Operating expenses increase \$35,599 or 4.3% mainly due to laundry, medical, laboratory and transcription services inflationary cost increases.

Revenues in 2003 are expected to increase 13.6%. This includes an increase of \$318,348 for charges for service revenue resulting from additional patient days and billable psychiatric coverage.

**MOTION:** Silva moved, Kipp second, to tentatively adopt the 2003 Operating Budget for the Clinical Services Division. **Motion carried:** 7-0

**Lunch break 12:50 – 1:30 p.m. Supervisors Silva, Wolff and Kipp did not return after lunch.**

### **Discuss and Consider the 2003 Operating Budget for the Administrative Services Division**

Kutz, Messinger, Schuler reviewed the budget for Administrative Services Division. Kutz reviewed the program description, performance measures, program highlights and budget of the Administrative Services Division. Personnel costs increased 3.7% with total expenditures of \$2,461,536. Personnel costs reflect unfunding of 1.0 FTE clerk typist position, the reduction of 1.24 FTE temporary clerical and 0.01 FTE overtime, as well as general wage and health insurance increases. Operating expenses decreased \$7,497 to adjust data processing supplies and outside printing expenses to 2001 actual levels. Interdepartmental Charges increased due to the End User Technology Fund.

Total revenues for this division total \$7,849,987 which includes general government revenues of \$7,093,398. General government revenues decreased by 0.5% which represents a transfer of \$23,600 of BCA to the Long Term Care Fund as matching funding for clients that are now receiving services. The decrease was also due to a \$15,000 decrease in the Statewide Automated Child Welfare Information System (SACWIS) with a reduction in reportable expenses. Charges for services increased slightly due to increased copying and duplicating activities.

**Supervisors Wolff and Kipp returned to the meeting at 1:40 p.m.**  
**Supervisor Silva returned to the meeting at 1:45 p.m.**

Interdepartmental charges received from the Public Health Division are lower due to a reduction in State Division of Health funding. Other revenues increased \$36,243 and include a \$45,000 increase in recoveries revenue to reflect 2001 actual levels and \$8,500 reduction in appropriated Human Services Fund Balance. Appropriated fund balance totals \$368,546 for 2003. Fund Balance in Administrative Services provides for agency-wide budget stability for those situations when emergency or temporary placement of clients with challenging behaviors, whomay have failed in community placements, are placed into intensive and high-cost settings.

Kutz said that this budget accounts for 5% of the overall Health and Human Services budget.

Schuler said that the general government revenue is located in this budget because it is difficult to divide it among all of the divisions. It is also easier to provide the state with statistical and financial information if the general government funds are kept together.

**MOTION:** Wolff moved, Jeskewitz second, to tentatively adopt the 2003 Operating Budget of the Administrative Services Division. **Motion carried: 7-0**

### **Discuss and Consider the 2003 Operating Budget for the Public Health Division**

Healy-Haney, Schuler, Messinger, Kutz, Anderson, Ridgeman, Rausch, Schroeder and Baltramonis were present to represent the Public Health Division. Healy-Haney discussed the purpose, budget, achievements and objectives of the Public Health Division as outlined in the 2003 budget book. The primary purpose of Public Health Services is to address aggregate populations who are at risk for diseases or injuries that are within the scope of prevention, protection or control. Total expenditures for the Public Health Division budget decreased 6.3% to \$2,863,507 while revenues decreased 25.1% to \$875,244. The total 2003 tax levy is \$1,988,263 which is an increase of 5.3% from the 2002 adopted budget. The total regular and overtime FTE positions remain the same in 2003. Extra help FTE positions were reduced by 1.90 FTE.

### Child Health

Healy-Haney reviewed the program description, performance measures, budget, program highlights and activity as outlined in the budget book for Child Health. Total expenditures for Child Health total \$598,890 while revenues total \$423,028. The total tax levy for 2003 is \$175,862 which is an increase of \$1,422 from the 2002 adopted budget.

Operating expenses decrease \$32,778 in 2003 which includes a reduction of \$28,000 for grant funded services. The reduction in operating expenses is also due to lower mileage and supply costs associated with the discontinuation of the Child Vision and Hearing Screening Program.

The general government revenues decrease of \$3,156 includes a \$10,760 reduction in the Tobacco Grant and an increase of \$7,609 in Women Infants and Children (WIC) state funding. Charges for services are reduced by \$20,000 due to the termination of the Vision and Hearing Screening Program and a reduction of \$7,000 in the Child at Risk Case Management Program.

Staffing decreased by 1.05 FTE positions. Personnel costs include a decrease of 0.95 FTE temporary extra help Public Health Technician due to the discontinuation of the Child Vision and Hearing Screening program. Other personnel changes include the transfer of 0.10 FTE Public Health Technician to the Administrative Program.

### Maternal Health

Healy-Haney reviewed the pages in the budget book corresponding to Maternal Health including: description, budget, highlights and corresponding statistics. Maternal Health is targeted at Waukesha County high-risk, pregnant women and lactating mothers whom physicians identify. The five projects offered by Maternal Health provide access to prenatal nursing supervision, nutrition counseling, anemia screening and drug, alcohol and cigarette smoking counseling. The purpose of these public health services is to reduce fetal malformation and low birth weight infants. Expenditures for the program total \$441,460, revenue total \$185,405 and the tax levy \$256,055. The staffing remained the same in the 2003 budget but personnel costs increased 8.1% due to increases in general wage and health insurance costs.

The general government revenue reflects an increase of \$2,492 in the Women, Infant and Children's state funding. Service fees decrease \$8,500 due to the elimination of the anticipated fees attached to the 2002 State of Wisconsin First Breath Program which did not materialize.

### **Supervisor Pronold left the meeting at 3:15 p.m.**

### Adult Health

Healy-Haney described the program and noted that people in Waukesha County are the most obese in the state of Wisconsin. Adult health services are targeted to high risk, medically compromised adult and geriatric populations. Services are directed at identifying early, preventable chronic diseases such as diabetes, heart disease and cancer. Adult Health services are offered in clinics and in the home. Medical crisis intervention is available through home assessment and linking with medical providers, mental health providers and human services.

Expenditure total \$107,375 and revenue total \$3,000 in the 2003 budget. The total tax levy for 2003 is \$104,375 which is an increase of 12.6%.

The committee questioned the low number of adults screened as outlined in the performance measures in the budget book. Per Healy-Haney, the numbers listed in the performance measures are a combination of screenings and medical emergencies. Healy-Haney said that she would return to the committee after investigating these numbers.

General government revenues decrease \$30,553 due to the transfer of the Wisconsin Well Women's Grant to Waukesha County Technical College. Generally, the state wants all funds for this program to go through public health departments. After working with the program, Health and Human Services decided it was becoming difficult to run the program and then make it through a successful audit. The program itself was working but administrative end of business was not. The department needed to change vendors for the program and went with WCTC. Public Health told the state that Waukesha County was not needed as a middleman for the program and the state allowed Public Health to step out.

The committee and Healy-Haney reviewed the End User Technology Fund allocation. The committee questioned whether the \$12,000 increase to this fund was correct. Kutz said that the total number of computers used in Public Health was correct but the division of programs may be incorrect. Kutz said that he will investigate the sum allocated to this fund.

The Public Health Division partnered with the Waukesha County Employee Wellness Program to provide early identification of risk factors through hypertension, cholesterol and glucose screenings.

### Communicable Disease Control

Healy-Haney reviewed the budget, performance measures, program highlights and activity of Communicable Disease Control. This program was commended by the State of Wisconsin for raising the immunity status of the 2-year-old population in Waukesha County. The County would like to continue raising this rate.

The department is still taking a beating on influenza. The federal government is stepping in to help increase the production of the vaccine and Healy-Haney feels that this trend will turn around in 2004. There is more vaccine available this year as compared to last but the situation is still messy. The 2003 efforts will target the vaccine to at-risk populations. The department will reevaluate this decision again in the near future.

Healy-Haney said that the hepatitis is on the rise nationally. She said that this summer, Waukesha County had its first case of rabies since 1958. A family found a cat out-of-state, while on vacation and brought it home. The cat turned out to be rabid and those who came in contact with the cat had to undergo rabies shots.

The 2003 budget for Communicable Disease Control includes total expenditures of \$891,153, revenues of \$227,998 and a tax levy of \$663,155. Expenditures increased 2%, revenues decreased 9.7% and the tax levy increased 6%.

Personnel costs increase slightly in 2003. The costs reflect general wage and health insurance increases and a reduction of a .95 FTE Public Health Technician and the reduction in the flu program and the transfer of 0.11 FTE Public Health Technician to the Administrative Program.

### Sexually Transmitted Diseases

This program is designed to identify, track and contain the spread of preventable sexually transmitted diseases (STDs). Public Health Services are provided to family physicians regarding current treatment schedules and are notified of incidence and prevalence rates of STDs in Waukesha County. STD clinics are available for assessment, treatment and counseling. Partner notification of exposure to STD is also provided as well as anonymous HIV testing. Persons with AIDS disease are followed for disease control, education and linking to resources. The program also provides HIV education to Waukesha County jail inmates.

In 2003, the STD clinics change from walk-in to appointment only. Because of the reduction and change to STD clinics, other money-saving changes were made such as; the transfer of a .05 FTE Public Health Technician to the Administrative Program, the reduction in operating expenses for contracted services for physician consultant costs and lower total reimbursements to the hospital.

### Community Health and Disease Surveillance

Healy-Haney said this unit completes the Waukesha County Health Report Card. The Report Card is an indicator and forecaster of possible health problems in the County such as obesity. She will forward the results to the Board.

Schuler said that they haven't received any funding for emergency response. The federal government is holding the funds until consortiums are formed throughout the Wisconsin. The state will allocate federal funds once a regional plan is received from each section of the state. Waukesha County is very active in the regional consortium which is time consuming and requires many meetings. Some money for emergencies came to the County through Emergency Government. The department planned the

2003 budget as if no money would be received from the state and federal governments. If there is a biological threat, there isn't enough money to order supplies and protective gear for staff and responders.

Schuler said that unlike Health and Human Services, there is no base funding for Public Health. The state requires a health department funded by the county. There have been many requests made to the state for base funding for Public Health Departments. Healy -Haneysaid that Wisconsin is the only state he knows of, that does not financially back Public Health Departments.

In 2003, expenditures are reduced 45% to \$ 352,575. This reduction is due to a decrease of \$191,000 in operating expenses because of the discontinuation of the Tobacco Control Board Funding. The Addiction Resource Council directly through the State of Wisconsin will administer the Tobacco Grant. In addition, the Medical Assistance Outreach Grant and related contract services of \$17,000 are discontinued due to the elimination of the state program. A decrease of all general government revenues reflects the discontinuation of the Tobacco Control Board Funding and Medical Assistance Outreach Grants.

**MOTION:** Jeskewitz moved, Wolff second, to tentatively adopt the 2003 Operating Budget of the Public Health Division. **Motion carried:** 6 -0.

### **Criminal Justice Collaborating Council**

Schuler, Messinger and Kutz discussed the budget of Criminal Justice Collaborating Council. Schuler feels that there isn't a risk of Waukesha County not gaining by this council. He thinks that this effort is going to work. There was discussion as to where the Council would be placed in the budget book because this isn't truly a Health and Human Services budget and the department won't have sole say over the budget. The council will carry out analysis and special studies of the adult criminal justice system and develop, initiate and monitor changes in the adult criminal justice system. The changes will lead to greater efficiency/effectiveness and assist in jail population control. The Council will work with the support of county departments, courts and community organizations and representatives. The Council is the governing and guiding body leading Waukesha County's multi-year justice initiative.

Schuler reviewed the program description, budget and highlights of the Criminal Justice Collaborating Council as outlined in the budget book. No County positions are budgeted for Criminal Justice Council activities because third party providers provide all service programming through service contracts.

The 2003 operating budget of \$206,825 includes the purchase of the services and to continue the County Jail Community Services Program. The County Jail Community Services Program is partially funded by general government revenue totaling \$15,912 from the state Department of Corrections.

The 2002 modified expenditure budget totals \$146,825. It is projected that the department will request the portion of unused 2002 expenditure authority (estimated at \$40,000) be carried over to the 2003 budget to fund psychiatry, medication, staff training and administrative costs associated with continuing pre-release intervention programming and to assist in contracted expenses.

**MOTION:** Kipp moved, Seitz second to approve the 2003 Operating Budget of the Criminal Justice Collaborating Council. **Motion carried:** 6 -0.

**MOTION:** Seitz moved, Wolff second, to tentatively adopt the 2003 Operating Budget for the Department of Health & Human Services. **Motion carried:** 6 -0



**Motion to Adjourn**

**MOTION:** Silva moved, Kipp second, to adjourn the meeting. **Motion carried: 6 -0.** Meeting adjourned at 4:21 p.m.

Respectfully submitted,

Alicia Silva  
Secretary